



Fee Account - Customer Application Form

Section 1 - Details of the applying organisation

As part of this Customer Agreement, a consumer credit search will be carried out by an appointed credit reference agency against their consumer information database, either on the directors of the company or the owners of the business. A note of this search will appear on your consumer credit file, but will not affect your ability to obtain credit in the future. Please note, we will only carry out a consumer credit search on any director who is an officer of a registered company that is either a 'Small company' as defined under s247(2) of the Companies Act 1985, or that is a newly formed company which has yet to file its first set of accounts.

Please note that you may consent for such a search to be conducted of up to 2 other owners or directors, provided that (i) your business has no more than 3 owner/director; and (ii) you are empowered by both director/owner 2 and 3 to give consent for such a search to be conducted on them.

Government departments and local authorities will be subject to separate arrangements and will not be required to undergo a credit check.

1.1 Full legal name of applicant organisation:

1.2 Type of organisation:

If your organisation type is 'other' please provide details of the sector in which you operate and membership of any Trade or Regulatory Organisation:

☐ Limited Company/LLP/PLC

☐ Registered with Law Society

☐ Registered with Tenant
Services Authority

Registration No.

Registration No.

☐ FSA member

1.3 Credit limit required £

%

1.4 Key shareholders and/or
Parent Company

1.5 Full registered office address: Address

Number of years trading

Town Postcode

1.6 Contact details: Name

Position/Title

Email

Telephone

1.7 Are you an existing HM Courts & Tribunals Service direct debit customer?

If Yes, enter your customer reference(s).

☐ No

☐ Yes

Reference(s)

1.8 Does your parent company or any subsidiary companies have an existing Fee Account facility with HM Courts & Tribunals Service? *If Yes, enter their Fee Account number.*

☐ No

☐ Yes

Fee Account Number

Section 2 - Trading details (if different from Section 1)

2.1	Trading name:	<input type="text"/>		
2.2	Trading address:	Address	<input type="text"/>	
		Town	<input type="text"/>	Postcode <input type="text"/>
2.3	Contact details:	Name	<input type="text"/>	
		Position/Title	<input type="text"/>	
		Email	<input type="text"/>	
		Telephone	<input type="text"/>	

Section 3 - Secondary contact

3.1	Contact details:	Name	<input type="text"/>	
		Position/Title	<input type="text"/>	
		Email	<input type="text"/>	
		Telephone	<input type="text"/>	

Section 4 - Billing details

4.1	Billing address:	<input type="radio"/> As in Section 1	<input type="radio"/> As in Section 2	<input type="radio"/> As below
		Address	<input type="text"/>	
		Town	<input type="text"/>	Postcode <input type="text"/>
4.2	Billing contact:	<input type="radio"/> As in Section 1	<input type="radio"/> As in Section 2	<input type="radio"/> As below
		Name	<input type="text"/>	
		Position/Title	<input type="text"/>	
		Telephone	<input type="text"/>	
4.3	Billing email:	Email	<input type="text"/>	

The billing email address must be a generic email account that is monitored constantly and to which correspondence can be sent (eg ask@abc.co.uk). It cannot be a personal email address (eg jo@abc.co.uk).

NOTE: All account information correspondence will be to this Billing email address.

4.4	Do you want to receive weekly or monthly invoices	<input type="radio"/> Weekly	<input type="radio"/> Monthly
	Do you want to receive your invoices electronically	<input type="radio"/> Yes	<input type="radio"/> No
	If, yes do you require .xml format in addition to the pdf?	<input type="radio"/> Yes	<input type="radio"/> No

We will process, manage, control release and record personal information to:

- Search credit reference and fraud agencies' records (including information from the electoral register and from overseas) so we can manage your account with us and make decisions about credit, including whether to make credit available, or to continue to extend your existing credit (these searches will not be seen or used by other lenders to assess your ability to get credit);
- access any application for credit or other financial services you, or a member of your household or a business to which you are a party makes (we will sometimes use a credit scoring or other automatic decision-making system to do this);
- if you are providing information about others, such as a spouse, or a member of this business to which you are a party, you must have their permission to do so;
- manage your accounts and policies, and make decisions on questions about any application, agreements or correspondence which you may have with us;
- carry out, monitor and analyse our business;
- contact you (unless you tell us that you prefer not to receive direct marketing) about other products and services which we consider may interest you;
- fight fraud, money-laundering, terrorism and other crimes; and
- keep to any laws or regulations in any country.

Section 6 - Declaration

By ticking the declaration boxes and submitting this application form you confirm that you are authorised to complete this form on your organisation's behalf and that :

- ☐ The details supplied in this application are correct
- ☐ You have read and understand the Terms & Conditions and agree to be bound by them

Authorised by:

Name

Signed

Position/Title

Telephone

Email

Date

Please send completed and signed application forms to the following address:

Liberata PbA Support Team

Caerleon House

PO Box 736

Newport

NP20 9FN

or

DX 134282

Cleppa Park 2

If you need this application in an alternative format, for example in large print, please contact Liberata PbA Support Team

Instruction to your bank to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

**HM Courts & Tribunals Service
PO Box 736
Newport
NP20 9FN**

Service user number

6	9	8	5	1	2
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Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank

To: The Manager

Bank

Address

Postcode

Reference - For HM Courts & Tribunals Service Official Use Only

FOR HM Courts & Tribunals Service OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Instruction to your bank or building society

Please pay HM Courts & Tribunals Service Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with HM Courts & Tribunals Service and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI1

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit HM Courts & Tribunals Service will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request HM Courts & Tribunals Service to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by HM Courts & Tribunals Service or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when HM Courts & Tribunals Service asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.